

Prairie du Chien Area School District

Innovation for Success™

REGULAR MEETING OF THE PRAIRIE DU CHIEN BOARD OF EDUCATION

Public notice is hereby given as required by law that a Meeting of the Prairie du Chien Board of Education will convene on August 11, 2014 in the City Hall Council Chambers, 214 West Blackhawk Avenue, Prairie du Chien, Wisconsin, 6:30 p.m. This meeting will follow the Finance Committee Meeting at 6:00 p.m. Matters to be taken up, discussed and acted upon at this meeting are as follows:

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ADOPTION OF AGENDA
- IV. Recognition of Joe Atkins Years of Service
- V. SPECIAL GUEST SPEAKERS
 - A. Energy Saving Program Representative CESA #3 Heather Feigum
- VI. CONSENT AGENDA ITEMS

(The School Board may approve all items with one motion or any Board Member can simply request to remove certain items for later discussion)

 - A. Approval of Minutes
 1. Policy Committee Meeting
 2. Finance Committee Meeting
 3. Regular Board Meeting
 4. Special Board Meeting
 - B. Personnel
 1. Patrick Klein Head Track Coach
 - C. Youth Options (if any)
- VII. CITIZEN PARTICIPATION
- VIII. CORRESPONDENCE/INFORMATION ITEMS (action if appropriate)
 - A. Upcoming Meetings and Board Items
 1. Sept. 8, 2014 Finance Committee Meeting 6:00 p.m. City Hall Council Chambers
 2. Sept. 8, 2014 Regular Board Meeting 6:30 p.m. City Hall Council Chambers
 3. Sept. 22, 2014 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
 4. Sept. 22, 2014 Policy Committee Meeting 6:00 p.m. High School Library Conference Room
 5. Oct 13, 2014 Finance Committee Meeting 6:00 p.m. City Hall Council Chambers

6. Oct. 13, 2014 Regular Board Meeting 6:30 p.m. City Hall Council Chambers
 7. Oct. 27, 2014 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
 8. Oct. 27, 2014 Policy Committee Meeting 6:00 p.m. High School Library Conference Room
- B. Information Items
1. Sept. 19-20, 2014 WASB Economics for Opinion Leaders Stevens Point
 2. Oct. 14, 2014, Legal roles and Responsibilities of School Boards Workshop, 4:00 p.m. Niehaus Banquet Hall 1096 Lincoln Avenue
 3. Oct. 14, 2014, Regional Meeting and Workshop 6:00 p.m. Niehaus Banquet Hall 1096 Lincoln Avenue
 4. Nov 20, 2014 School Law Seminar 8:30am-3:30 p.m. Exhibition Hall at the Alliant Energy Center, Madison
 5. City Joint Meeting to be planned for fall as summer schedule conflicts did not allow for selection of a meeting date.
 - 6.
- IX. REPORTS AND DISCUSSION (action if appropriate)
- A. Superintendent/Building Administrator's Report/Presentation
 1. AP date and award listing
 2. Community Connections and Celebrations
 - a) BV Garden Summary
 - b) The Campfire Committee is working with us to build the Dugouts and Little League is helping to get involved
- X. OLD BUSINESS (action if appropriate)
- XI. NEW BUSINESS (action if appropriate)
- A. Any items removed from Consent Agenda for further discussion
 - B. Eliminate section 800 Negotiations
 - C. Approval of Staff complaint procedure
 - D. Approval of Change Policy Field Trip Application Exhibit 975 and 976.1 to Remove the Superintendent's and BOE Signatures.
 - E. Approval of Change to Fundraising Policy #464.(1)(b).1 to remove Superintendent's Signature.
 - F. Request for PTO payout-Jon and Elaina Boyle
 - G. Award performance energy savings contract
 - H. WASB-policy and resolutions contribution for upcoming 2015 WASB State convention
 - I. Meal and Travel Reimbursement Section 7 COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

Proposed Language:

7.01 Expense Reimbursement

All employees are required to enter requisitions in Skyward and receipts must be attached.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

| | | | | | |
|-----------|--------|-------|---------|--------|---------|
| Breakfast | \$8.00 | Lunch | \$10.00 | Dinner | \$12.00 |
|-----------|--------|-------|---------|--------|---------|

Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare. To be allowed reimbursement for breakfast, the employee must leave PdC before 6:00 am; lunch, departure must be before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to PdC.

| | |
|-------------------------|---|
| Lodging | Administrative Approval |
| Registration | Administrative Approval |
| In Town Mileage | IRS Rate |
| Out of District Mileage | 50% of IRS Rate (unless no school vehicles are available) |

No travel time is paid for professional or salaried staff.

Pre Temporary Language:

7.01 Expense Reimbursement
Forms to be used to report mileage shall be available in all buildings offices.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

| | | | |
|-----------|---------|-----------------|-------------------------|
| Breakfast | \$5.00 | Lodging | Administrative Approval |
| Lunch | \$6.00 | Registration | Administrative Approval |
| Dinner | \$12.00 | In Town Mileage | IRS Rate |

Out of District Mileage 50% of IRS Rate (unless no school vehicles are available)
No travel time is paid for salaried staff.

Temporary Language (summer 2014 only):

SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT

7.01 Expense Reimbursement

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

All employees are required to enter requisitions in Skyward and receipts must be attached. Mileage chart is available on the district staff resource web page.

Lodging Administrative Approval

Registration Administrative Approval

Meal In-State Out-State

Breakfast \$8.00 \$10.00

Lunch \$10.00 \$15.00

Dinner \$20.00 \$25.00

Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 am; lunch, departure must be before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to home or headquarters city, whichever is earlier.

Travel time for teachers is paid at \$27.00 per hour based on Google Maps travel time.

- G. Grants & Donations read into record and approved (if any)
 - 1. 3M \$8070.27 in product donations
 - 2. Crawford County Dairy Promoters pledged a \$1000.00 donation for Milk machine.
- H. Student Travel (if any)
- I. Committee Meeting Reports by Board members (action if appropriate)
 - 1. Marketing Committee: Website, Community events, Open Enrollment, marketing plan
 - 2. Policy Committee
 - 3. Building & Grounds
 - 4. Finance

5. Legislative Advocacy

- J. Parking Lot (FROM PAST MEETINGS-items that arise during the meeting that aren't on the agenda, but which may need follow-up)

XII. ADJOURNMENT